

Records & Archives Management Committee

J.V. Fletcher Library, Mary Atwood Room

Friday, October 20, 2006, 4:00 pm

Minutes

Members present were: Jane Hinckley, Bob Oliphant and Kaari Mai Tari, resident Sandy Martinez was also present and has applied to fill the vacancy on the committee.

Committee Activities

B. Oliphant and J. Hinckley worked on indexing the marriage intentions and certificates from the 1830s that were found during the September working session. S. Martinez created number labels on mylar sleeves for indexing the marriage intentions while B. Oliphant typed the indexing information (category, bride, groom, residences, date of event) into an excel spreadsheet.

S. Martinez continued paginating the Selectmen's minutes in preparation for microfilming. It was decided that a copy of the minutes should be made before being sent for microfilming.

K. Tari finished typing the vault inventory.

Respectfully submitted,

Kaari Mai Tari